Maine Educational Assessment (MEA)

2016-2017
Kiosk Training

Mathematics and ELA/Literacy
Test Administration Workshop
Grades 3-8

February 2017

MEA Online System

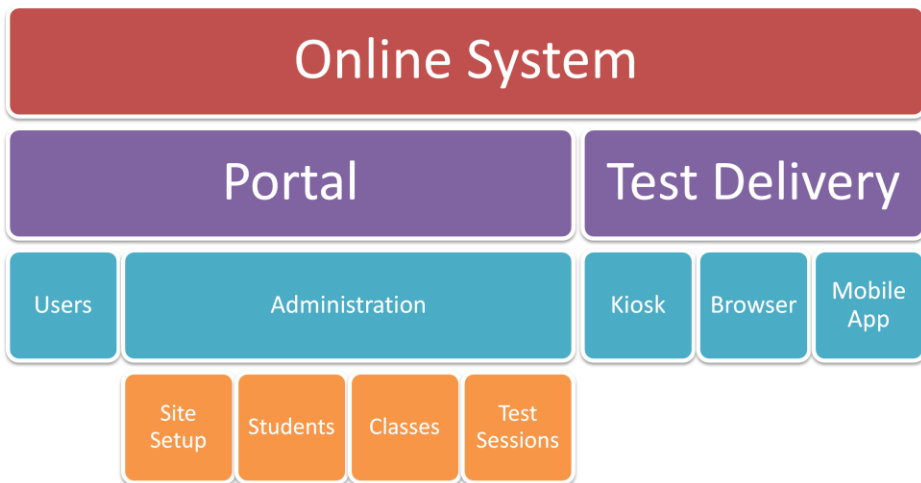**MEA Portal:**
Test Administration System

MEA Kiosk:
Student Test Delivery System

The MEA Online system is comprised of two components: The Portal, which is accessed by administrators, and the Kiosk which is accessed by students.

MEA Portal & Kiosk Components

The portal is made up of a User Management component, as well as an Administration component. The Administration component allows users to access Site Setup information, Student Data, Class Rosters, and Test Session details.

The Test Delivery component is available via kiosk, browser, and mobile app. It should be noted that only the Sample Items and Student Tutorial are available via the test delivery browser.

MEA Kiosk Overview

- Kiosk
  - Available on Windows, Mac and Linux
- Mobile App
  - Available on iPads and Chromebooks
- Browser
  - Available on Chrome, Safari, Internet Explorer, Firefox, and Microsoft Edge

Note that the browser kiosk is ONLY available for Sample Items and the Student Tutorial.

MEA Kiosk Installation

Download eMPowerMEA Kiosk

Install kiosk on testing devices*

Conduct Site Readiness Testing

Certify Site

*Installation Options:
Manual installation, scripted installation, software distribution via group policy

MEA Student Device Requirements

| System Requirements – All Hardware	
Connectivity	Student devices must be able to connect to the internet via wired or wireless networks
Screen Size	9.7" screen size or larger/ "10-inch class" tablets or larger
Screen Resolution	1024 X 768
Browsers (Sample Items, Tutorial ONLY)	Chrome™ 55 or newer Firefox® 49 or newer Safari® 9 or newer Internet Explorer 11 Microsoft Edge
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation. Microphones are not required for the 2017 assessment.

MEA Student Device Requirements

Desktop and Laptop Specific Requirements	
CPU	1.2 GHz
Memory	2 GB
Input Device	Keyboard – wired or wireless/Bluetooth mouse or touchpad
Windows® operating system	Windows Vista®, 7, 8.1, and 10 (32-bit and 64-bit)
Mac OS® operating system	10.9 – 10.12 (64-bit only)
Linux OS	Ubuntu 14.04.5, 16.04.1 LTS (64-bit only) Fedora™ 23, 24 (64-bit only)

MEA Student Device Requirements

Tablet/Netbook/2-in-1 Specific Requirements	
iPad®	10.2.0-10.2.1
Chromebook™	Chrome OS™ 53-55
Windows-based tablets/netbooks/2-in-1	Windows 8.1, 10 (32-bit and 64-bit)

- Newer versions of ChromeOS and iOS may not function as expected with the MEA Kiosk.
- iOS 10.2.0-10.2.1 should be used for optimal AAC use.
- No requirements for local assessment servers or caching machines.
- External keyboards are optional for iPad users.
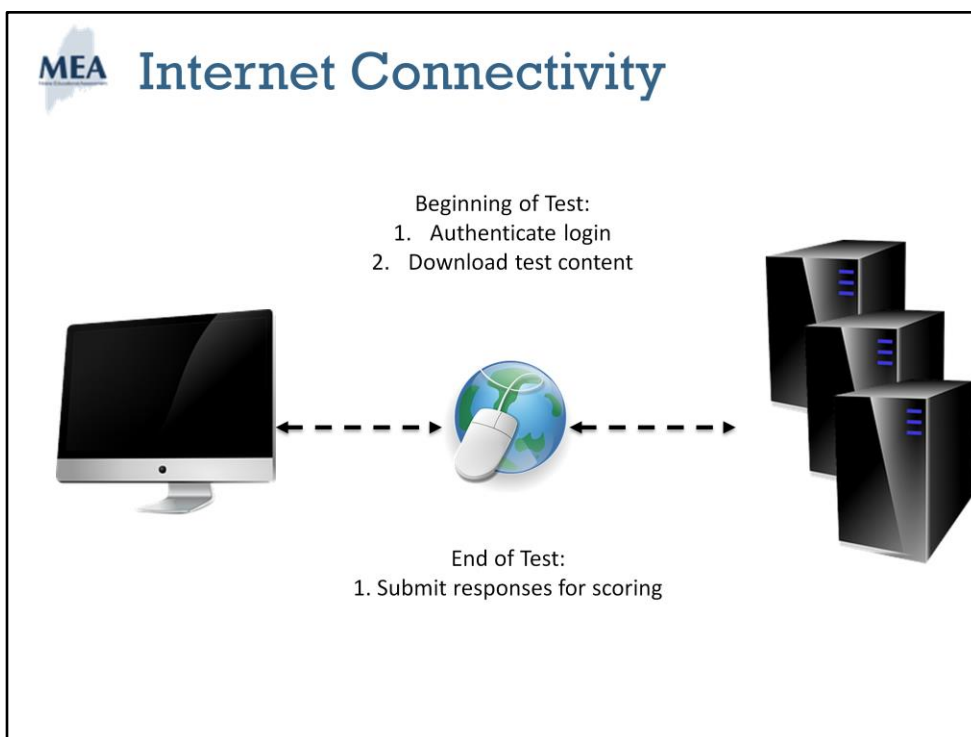
Web-based application installed on each workstation or the network that can be launched from the desktop icon

- Needs internet connection to communicate with the testing server using web technologies via HTTP and HTTPS
- Internet connectivity is required to download test content and submit responses for scoring
- If there is no internet connectivity when the students' answers are submitted, the Kiosk will store those answers (encrypted) until it is re-launched after internet connectivity is restored

Students may not notice this, but proctors should be alerted to keep an eye on this indicator.
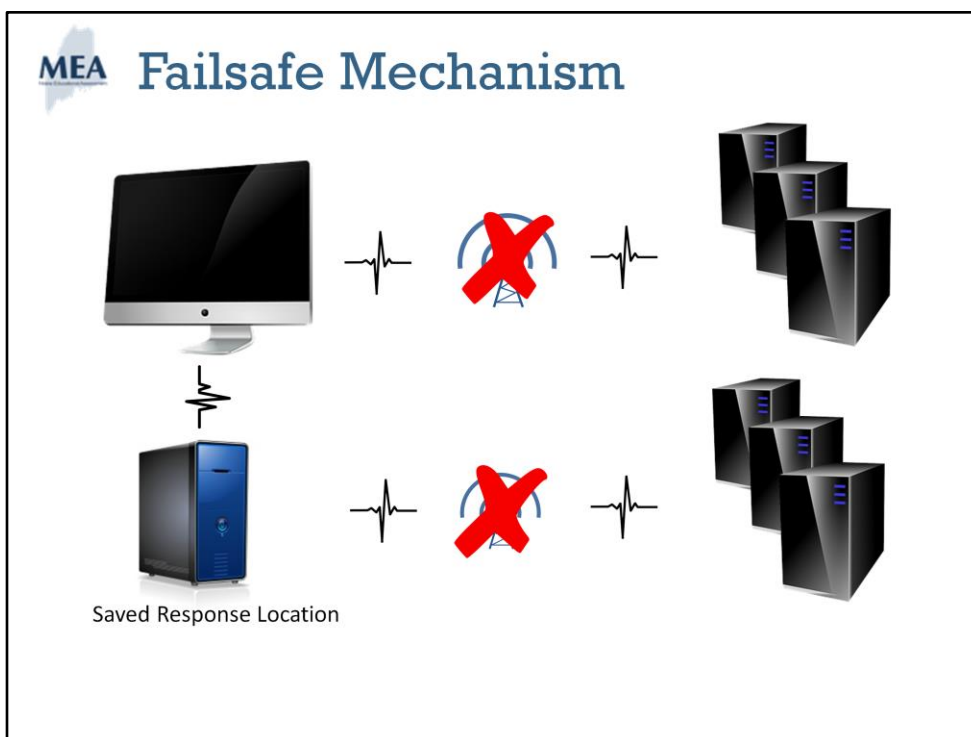
Periodic Data Syncs (Heartbeats)
- Triggered to periodically save and protect student responses
- Internet interruption during testing:
  - Encrypted responses saved in the location indicated during installation
  - Responses sent to server once internet connectivity is restored
- Internet interruption at the end of testing:
  - Student will receive a warning screen to alert their proctor the responses cannot be sent
  - Proctor must re-launch the Kiosk once internet connectivity is restored to send responses

    Keep in mind that if you install the saved response location on the network, the student testing device must maintain connection with the network. Otherwise, if the internet connectivity is interrupted AND the network connectivity is interrupted, the student will be unable to continue testing.

IMPORTANT INFORMATION

- Each student should use ONE device

- Testing on multiple devices can create stale responses
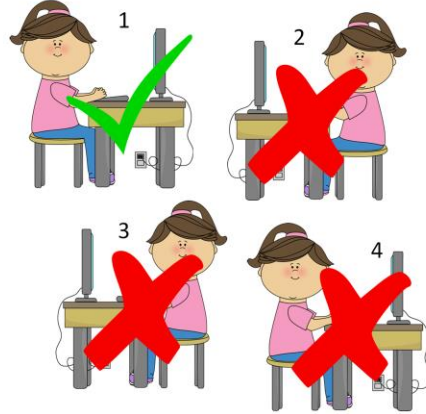
CHROMEBOOK INFORMATION

- Do **not** turn off Chromebooks experiencing internet connectivity issues.
- Need to switch devices? Call technical support <u>immediately</u>:
  - 1-855-652-8929
- **MDOE is allowing the use of 360° Chromebooks as long as the students are testing in keyboard/laptop mode. Students are NOT permitted to test in tent or tablet mode.**

Share this information with all IT and school personnel!

Content
- Encrypted test content using RSA
- Remains encrypted during transmission from web server to Kiosk on student workstation
- Downloaded and decrypted upon student login
- Decrypted content is stored in memory and expires immediately after Kiosk is exited

Student Data
- Uses industry standard 128-bit SSL encryption

Device Security
- Kiosk-mode restricts students from accessing other programs/applications during testing
- iPad® AAC restricts students from accessing other programs/applications during testing
- Chromebook Single App Mode restricts students from accessing other programs/applications during testing
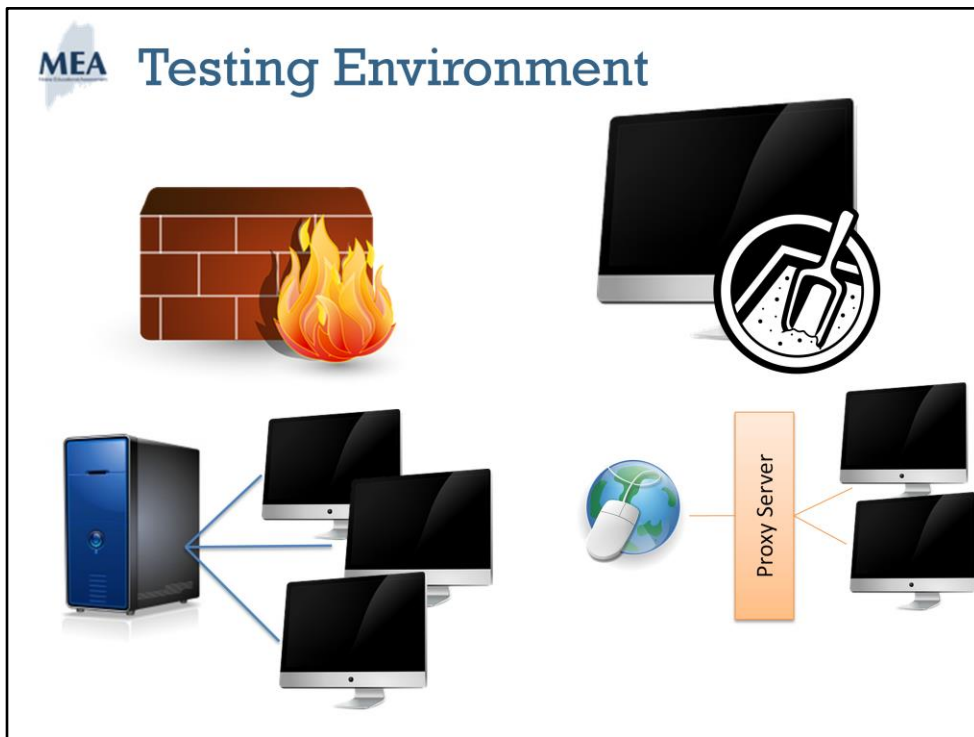
Firewalls
- Allow two-way traffic through ports 80 and 443

Proxy and content filter servers
- White list the following on ports 80 and 443:
  - ohttps://maine.measuredprogress.org
  - ohttp://maine.measuredprogress.org
  - ofonts.googleapis.com
  - othemes.googleusercontent.com
  - ogoogleusercontent.com

Sandboxing applications (i.e., Deep Freeze)
- While installing the Kiosk, choose network folder or local folder that is not touched by the sandboxing applications, both for stored responses and Kiosk installation folders

Thin Clients
- Ensure there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions
- Kiosk requires a minimum of 80 MB per Kiosk session

MEA Kiosk Installation

- Download kiosk from MEA Portal
- Download apps from app stores
- Review installation guide
  - Available at maine.onlinehelp.measuredprogress.org
- Install kiosk on all testing devices
- Conduct site readiness testing on all device configurations
- Certify site ready for testing

Site Readiness Testing

Log in → **Test** → **Review** → **Certify**

Log in
- Retrieve Site Readiness login credentials for each school from the Portal.

Test
- Run the test on each device configuration.

Review
- Details are available on the Site Setup tab in the Portal.

Certify
- Certify your site as ready for testing on the Site Setup tab in the Portal.
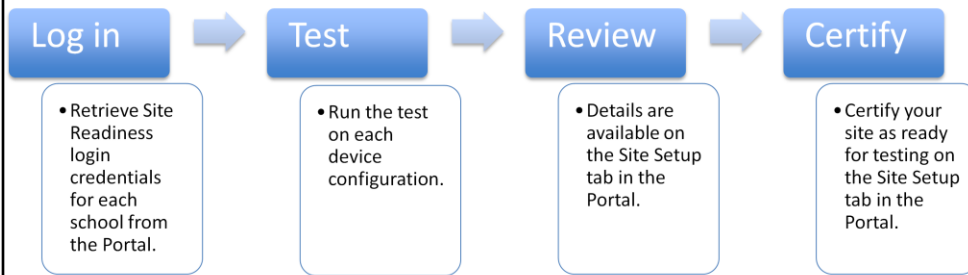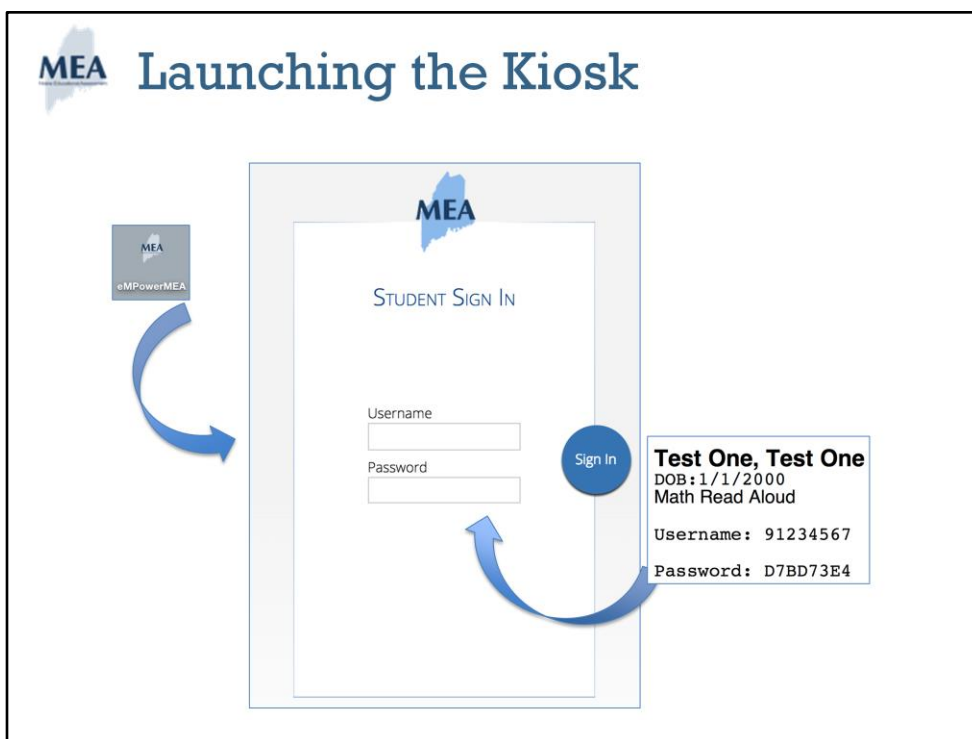
Kiosk is installed on each computer or on the network
- Students will launch the Kiosk from a desktop icon or a network folder
- Students log in using their provided usernames and passwords
- Logins provide unique access per student per test and are NOT case sensitive

Session passwords are provided to proctors to have all students enter before beginning that section of the test

MEA Universal Tools

Universal Tools are available to all students on computer based tests.

Name	Tool Icon	Description
Guideline	abc	Student uses onscreen tool to assist in reading by raising and lowering tool for each line of text.
Answer Masking	Hide All · Ⓐ Lorem ipsum dolor.	Student hides possible answer choices (multiple choice items only).
Sketch & Highlight		Student may draw using black, red, or blue brushes; highlight; or erase
Notepad		Student may type notes for each particular item
Screen Zoom	Screen Zoom:	Students can zoom full screen up to 150%
Reverse Contrast		Inverts all color values.
Custom Masking		Students can mask certain parts of screen.

MEA Item Tools

Item Tools are available to all students on specific test items.

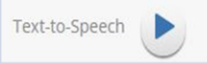| Name	Tool Icon	Assessment/Content Area
Basic Calculator		Grades 3-6 Mathematics
Scientific Calculator		Grades 7-8 Mathematics
Ruler		Mathematics

MEA Accommodations

Accommodations are available to specific students.

Name	Content Area	Tool Icon	Description
Text-to-Speech Mathematics	Mathematics	Text-to-Speech ▶	Students can play, pause, or stop audio.
Text-to-Speech Writing	Writing	Text-to-Speech ▶ ⏭ ■	Students can play, pause, skip passage, or stop audio.
Color Contrast	All	A	Students select desired text and background color.
Turn Off All Universal Tools	All	Not Applicable	Universal Tools will not be available

MEA Options Page

If a student is assigned an embedded accommodation, they will see an "Options" page when they log in to the kiosk.

Options

Text-to-Speech   Volume: 100 ———○

Color Contrast

Default	Classic	Oriental	Chalkboard	Nocturnal	Aquiline
Eccentric	Azure	Haunted	Celestial	Antique	Creamy

Continue

- For students with accommodations, an "Options" page will be displayed.
- Students may NOT uncheck these accommodations, but within the test itself, the usage of each of these accommodations is optional.

MEA Kiosk

MEA   IMPORTANT INFORMATION

- Assign all text-to-speech accommodations **prior to scheduling tests**.
  - If a class is already scheduled, assign accommodations and click Generate Missing Student Test Logins on the Test Session Details page.

  Generate Missing Student Test Logins

  There are some missing student test logins in this test session. It can be because of students added to the class after creating the test session. Please use the button below to generate test logins for these students.

  Generate Missing Student Test Logins

  - If a student logs in to the test and the text-to-speech accommodation has not already been assigned, the test must be invalidated by Maine DOE and the student must be scheduled for the test again.

MEA Text-to-Speech Voices

- The default voice set on device is the voice used for text-to-speech during testing.
- Use the sample items to let students listen to the voice.
- Review the installation guide for more info:
  - maine.onlinehelp.measuredprogress.org

In the event that a student pauses their test for longer than 30 minutes, or is inactive within their test for longer than 60 minutes, the proctor password will be required in order for the student to continue testing. The proctor password is located at the bottom of the Administration home page. The student will log in to their test and will see this Proctor Password text box; only the test administrator should enter the password, the student should never know what the password is. Once the TA enters the proctor password, the student can click Submit and they will be able to continue testing.
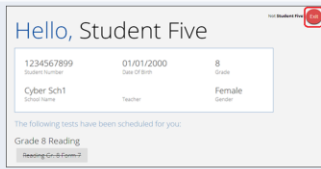
MEA Passwords

Type of Password	Utilization	Entered By
Student Password*	Used to log the student into the appropriate test	Student
Session Password	Used to log the student into the appropriate session of the test	Student
Proctor Password**	Used to log the student into the appropriate session of the test if the student began the session, paused for longer than 30 minutes or is inactive for longer than 60 minutes, and needs to resume the session.	Proctor

* Student test password is NOT case sensitive
** Proctor password must be kept confidential.

Exiting the Kiosk

Steps	Button to Click
On the last item, students click **Finish.**	Clear · Pause Test · Back · Finish
On the test review screen, students click **Turn In**.	25 not answered · 26 not answered · 27 not answered · 28 not answered · 29 not answered · Pause Test · Return to test · Turn In
Below the confirmation question, students click **Turn In**.	Are you sure you want to turn in your test? · Turn In · Cancel
Student returns to test session selection page and may select the next session or click **Exit** to exit the kiosk.	Hello, Student Five

MEA Sample Items: Online

- Available **February 20, 2017**
- Use kiosk, mobile app, or browser
  - Use kiosk or mobile app if screen zoom or text-to-speech is required
  - https://maine.measuredprogress.org/student

Math Sample Items

Username: MaineMath
Password: practice

ELA Sample Items

Username: MaineELA
Password: practice

- *Sample items can be taken with a browser or with the kiosk.*
- *If a student will need screen zoom or text-to-speech accommodations, they must use the kiosk.*
- *Students should take the sample items on the devices to be used for testing.*

All accommodations are turned on for the sample items. Students should be made aware that some of the accommodations (TTS and color contrast) may not actually be made available to them in the operational test.

Schedule – Mathematics, Reading, Writing & Language

Task	Date
Student data available in Portal for assigning accommodations and class creation	2/10/17
Begin Site Readiness testing and Site Certification at test sites	2/10/17*
Begin scheduling tests	3/6/17
Testing Window	3/20/17-4/14/17

*It is recommended to complete Site Readiness testing **as soon as possible** in order to identify any device configuration issues.

MEA Schedule – Essay

Task	Date
Begin scheduling tests	4/24/17
Testing Window	5/8/17-5/19/17

Questions & Answers

- Measured Progress Technical Product Support
  - maineservicecenter@measuredprogress.org
  - 1-855-652-8929
- Help & Support Site
  - maine.onlinehelp.measuredprogress.org

Thank you.